



STATE OF ARKANSAS
**Department of Finance
and Administration**

OFFICE OF STATE PROCUREMENT
1509 West Seventh Street, Suite 300
Little Rock, Arkansas 72201-4222
Phone: (501) 324-9316
Fax (501) 324-9311
<http://www.arkansas.gov>

Memorandum

To: Arkansas Vendors
From: Joseph A. Giddis
Date: August 21, 2006
Subject: Delivery of Bid Documents

Effective August 1, 2005 the Office of State Procurement will discontinue use of Post Office Box 2940. This change is being made in an attempt to provide vendors with more reliable delivery options.

The following language will be added to all solicitations processed by the Office of State Procurement:

Vendors are responsible for delivery of their bid documents to the Office of State Procurement prior to the scheduled time for opening of the particular bid. When appropriate, vendors should consult with delivery providers to determine whether the bid documents will be delivered to the OSP office street address prior to the scheduled time for bid opening. Delivery providers, USPS, UPS, FedEx, DHL deliver mail to our street address, **1509 W. 7th Street, Suite 300, Little Rock AR 72201-4222**, on a schedule determined by each individual provider. These providers will deliver to our offices based solely on our street address. “

Solicitation documents will also include the following: **Note the address change**

"BID OPENING LOCATION:
Office of State Procurement
1509 West Seventh Street, Suite 300
Little Rock, AR 72201-4222"

In accordance with the Arkansas Procurement Law and regulations, it is the responsibility of vendors to submit bids at the place and on or before the date and time set in the bid solicitation documents. **Bid documents received at the Offices of State Procurement after the date and time designated for bid opening are considered late bids and shall not be considered.** Bid documents that are to be returned may be opened to verify which bid the submission is for.